



**Fire and Life Safety Officer 1 (Division of The State Architect)
Agency Code: 0599 – Class Code – 43481 – Exam Code 7pb66**

Department(s): Department of General Services
Opening Date: 9/21/2009 11:21AM
Final Filing Date: Continuous
Type of Examination: Departmental Open
Salary: \$6504.00 to \$7,899.00
Tenure/Time-base: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-Time
Limited Term Intermittent

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 12 months.

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the State Personnel Board, Examinations Unit at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

SALARY INFORMATION

\$6504.00 to \$7899.00

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the State Personnel Board for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Education: Equivalent to graduation from an accredited four- year college with a major in fire service administration, fire protection administration, and technology, fire science, engineering, architecture, chemistry, physics or a related field. (Additional qualifying experience may be substituted for the required education on a year-for year basis.)

Experience: Two years of experience in either (1) building inspection work at journey level or above involving fire and life safety code compliance, one year of which shall have been in an independent decision-making capacity; or (2) performing plan review, technical inspection, and/or supervision of general construction projects including fire and life safety code compliance in a public agency such as building departments or fire departments for government agencies or a private company such as architectural and engineering firms.

POSITION DESCRIPTION

This is the first working level in the fire and life safety program. Under lead direction, incumbents within an assigned geographical area are responsible for ensuring compliance with fire and life safety codes, regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations; performing work of average difficulty which includes the review of plans, specifications, addenda, change orders, deferred approvals and other pertinent material; performing inspection work of average difficulty on an as needed basis; and advising project participants on construction methods, techniques and materials, and fire and life safety code related matters. Positions are located Statewide.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

KNOWLEDGE AND ABILITIES

Knowledge of:

Plan review code applications; general building code applications; basic engineering, architectural and building design practices and procedures; standards, methodology and terminology used in the building construction industry; code compliance in fire and life safety; fire protection equipment and systems; exiting systems; mechanical and electrical systems and components; standards and methods of construction; construction documents and reports; methods of conducting building construction inspections; Titles 19 and 24, California Code of Regulations; Fire Protection and Prevention standards established by nationally recognized agencies such as the National Fire Protection Association.

Ability to: Analyze situations accurately, reason logically and take effective action; check plans and specifications for design materials and code conformance; inspect facilities for fire and life safety code compliance; prepare clear and comprehensive correspondence and reports on investigations, inspections, and surveys; communicate effectively and make presentations; establish and maintain the confidence and cooperation of those contacted in the work; provide clarification and guidance regarding the application of codes, regulations, and laws.

VETERANS' PREFERENCE POINTS

Veterans' Preference Points will not be added to the final score for this exam, because it does not meet the requirements to qualify for Veterans' Preference Points.

CAREER CREDITS

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

CALIFORNIA DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES

MAILING ADDRESS: P.O. BOX 989052
West Sacramento, CA 95798-9052
Telephone (916) 376-5400

STREET ADDRESS: 707 Third Street, 7TH Floor
West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device, California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones 1-800-735-2929 Voice 1-800-735-2922

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her

recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification www.jobs.ca.gov.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)